

## **Policy and Application for Use of Riverfront Park**

Special events are important to our community. They bring excitement to our City and enhance our quality of life. The City of Wilmington is happy to assist Organizations and groups in providing quality events. To do such, we require completion of the attached application.

City requires completion of this application for all events taking place in Riverfront Park. This permit is required in order to consider whether the activities proposed are in conformance with applicable laws and regulations and to ensure activities are not detrimental to public health, safety or welfare.

As of July 1, 2011 the City will charge \$50 for nonprofit and school groups, \$65 for fundraising activities and \$75 for commercial and for-profit organizations. This includes access to two 110 volt power outlets and (2) barricades (additional barricades will be provided at a cost of \$10.00 each).

Please review the entire application and complete it as accurately as possible to aid us in expediting your application. The following process takes place once your application is received:

- Applications should be sent to City of Wilmington, Downtown Services, 305 Chestnut Street, 2<sup>nd</sup> Fl. Wilmington, NC 28402, or faxed to 341-7802 at least 30 days in advance.
- Upon receipt, copies of the request will be sent to all City departments affected and certain outside organizations and businesses via email.
- If there are no concerns, Downtown Services will send Event Coordinator a copy of the signature page listing the event at the bottom of the page.
- After review and sign-off on signature page, each resident, organization or business owner has three to five (3-5) days to object to the street closure request.
- Reasons for rejection will be discussed with applicant to try and resolve issues.
- Upon Citywide acceptance, permit will be issued after the fee has been collected. Event coordinator may pick it up permit at 305 Chestnut Street 2<sup>nd</sup> Floor.

***Applications must be received no later than 30 days prior to event date.***

## RIVERFRONT PARK APPLICATION

**Date of Application:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Applicant Status:**

- ☐ Wilmington residential or community group ☐ Government Agency  
☐ Not for profit (attach copy of 501(c) 3 status)  
☐ For profit federal Tax ID: \_\_\_\_\_  
☐ Collaborative event (two or more organizations working together)  
☐ Private Citizen (9 pm time limit)

**Event Title:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Rain Date:** \_\_\_\_\_

**Time of event:** \_\_\_\_\_

**Set up time:** \_\_\_\_\_ **Break down time:** \_\_\_\_\_

**Clean up/Trash Removal plan:** \_\_\_\_\_

**Purpose of Event:**

- ☐ First Amendment Rally ☐ Festival ☐ Memorial  
☐ Block Party ☐ Fund Raiser ☐ Race (Please attach route)  
☐ Parade ☐ Education ☐ Private Function

Other specify: \_\_\_\_\_

**Event status:** ☐ Open to the public ☐ Admission/Donations requested  
☐ Not open to public ☐ Registration fee required

**Have you held this event in previous years?** ☐ Yes ☐ No

**Approximate # of participants:** \_\_\_\_\_ **Estimated Audience:** \_\_\_\_\_

**Approximate # of event staff:** \_\_\_\_\_

**Location and/or route of event (attach map and emergency plan of action):**

Describe event activities, entertainment & participants, including VIP's. Attach extra pages if needed: \_\_\_\_\_

\_\_\_\_\_

**Will streets need to be closed for this event?** ☐ Yes ☐ No

What streets will be closed? (please be specific - example: Willard Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets) \_\_\_\_\_

Number of barricades needed \_\_\_\_\_ (Initial \$35 street closure fee include two barricades)

Location for the barricades to be dropped off/picked up (must be the same):\_\_\_\_\_

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*NOTE: Barricades must be returned in same condition as they were issued. Repair or replacement cost (\$60 check/credit card each) for barricades will be charged to the above listed contact person.*

**The following items will require a fee from applicant for use of City Services.  
Please check below all items that apply to your event:**

- ☐ Selling products/concessions; contact Licensing office 341-7825
- ☐ Docking boats - contact Dock master 520-6875
- ☐ Using City power outlets (outside of Riverfront Park) \$125/day
- ☐ Closing streets/use of barricades (\$35 includes two (2) barricades additional barricades are \$10 each).
- ☐ Requiring police security or escort (City may require police or fire safety measures. You will be notified and a fee charged (\$30/hr. WPD - \$40/hr. WFD (four hour min)
- ☐ Using City hydrant meters (City sponsored events only) \$500 deposit

**The following services are not provided by the City.**

Please contact appropriate organizations for assistance.

- ☐ Using hydrants; contact Cape Fear Public Utilities – Sweeney Water Treatment Plant 332-6739
- ☐ Having fireworks; street fair or large outside public assemblage event contact City Fire Dept. 343-0696
- ☐ Using port-o-lets; NHC Health Dept. requires 1/100ppl 798-6667
- ☐ Trash & Clean up (responsibility of the event coordinator to locate contractor)
- ☐ Having food vendors; contact NHC Health Dept. 798-6667

Applicant signature\_\_\_\_\_Date\_\_\_\_\_

### ***Street Closing Permitting and Notification Procedure***

1. All street closure applications must comply with the provisions of sec. 11-9 of the Wilmington City Code.
2. A completed event application shall be submitted to the City Downtown Services Office for review at a minimum of 30 days prior to the event. Incomplete applications will not be considered or accepted. The City shall notify the applicant when there are conflicts or concerns regarding the application. The City will issue an official Permit on City letterhead for distribution at least seven (7) business days before the proposed street closure date.
3. The applicant is required to distribute street closure application to all businesses and residents within a full block, in each direction, of the planned activity to create awareness and collect signatures indicating that business was made aware and have no objection to the street closure (more blocks may be required where traffic flow and parking are heavily impacted). The applicant is responsible for seeing that business tenants and residents on upper floors receive the same notification and consideration as street-level tenants. Each recipient will sign or initial for receipt of the application on the attached approved sign-off form, and applicant will submit the original sign-off form to the City Downtown Services Office. Incomplete sign-off sheets will not be accepted by the City Downtown Services Office, and may be grounds for denying permits. If the business owner or resident is unavailable, event coordinator must leave behind information (the note below) about the street closure with a contact number for Downtown Services staff.
4. Businesses shall have three to five (3-5) business days in which to notify the City of any concerns or objections in reference to the proposed street closure. The City shall attempt to resolve concerns or objections reported in consultation with the business and applicant.
5. **Downtown Business Districts**  
The Downtown Business Districts welcome events but have special business needs in reference to vehicular and pedestrian traffic and parking, particularly during special shopping seasons and during sales. In order to facilitate a positive relationship between downtown businesses and downtown event planners, special guidelines have been established for street closures in this area.
6. Street Closures in the Downtown Business Districts should adhere to the following guidelines:
  - A completed application for Street Closure Permit shall be submitted to the Downtown Services Office for review as far in advance as possible (at least 30 days). For large events, i.e. Riverfest, Azalea Festival, the Downtown Services Specialist will facilitate a City Services logistics meeting between City staff (including solid waste, traffic, parking, fire and safety officials) and event planner to answer questions and concerns. During the meeting, the event planner will be asked to present a map of plans.
  - In the case of large events, a list of streets that will be closed, maps, etc., should be sent by the event organizer to all affected downtown businesses and residents (or managers) via downtown business organizations and alliances such communication other channels.
  - Event coordinator will obtain signatures from businesses and residents that will be impacted by the street closure (within a full block in each direction of the planned activity (minimum, more may be required where traffic flow and parking are heavily impacted), usually no less than 10 business days prior to the planned activity..
  - Businesses shall have 3- 5 business days in which to notify the City of any concerns or objections in reference to the proposed event.

- Downtown Services shall attempt to resolve concerns or objections reported in consultation with the business and event planner.
- In case of inclement weather or emergency situations, exceptions to these time frames may be considered.

#### **6. Downtown Business Districts Defined:**

There are two distinct business districts in Wilmington's Downtown area. They are the Central Business District, which includes the North Fourth Street area, and the Castle Street Business District. They are defined as follows:

-- Central Business District: Between Nixon and Chestnut streets, it is bounded by the river on the west and between 4th and 5th Streets on the east. Between Chestnut and Market streets, it is bounded by the river on the west, and 4th St. on the east. Between Market and Dock Streets, it is bounded by the river on the west and Third Street on the East. Between Dock and Orange Streets, it is bounded by the river on the West and Second Street on the east. Between Orange and Ann Streets, it is bounded by the river on the west and Front St. on the East. Between Ann and Nun Streets, it consists of the businesses along both sides of Water Street inside Chandler's Wharf.

-- Castle Street Business District: The Castle Street corridor from the river to Wrightsville Avenue and is bounded by Dawson Street on the south and Nun Street on the north.

Where residential areas exist within these boundaries, the same rules that apply to residential street closures must be followed. This determination will be made on a case by case

#### ***Restrictions***

- A. Absent of compelling circumstances, a minimum of three blocks separation must be maintained between any two street closure locations occurring at the same date.
- B. No more than two permits shall be issued within any downtown business district or residential neighborhood for any given date.
- C. Any group/organization requesting to close a street in the downtown business districts (see above description) should provide the city with insurance policy naming the city as a rider and may be required to hire one police officer per intersection.
- D. Holiday weekends may be reason for denial: i.e. the weekend after Thanksgiving is a strong weekend for retailers and thus a street closure may be denied.
- F. Applicant is responsible to clean, clear, repair or pay to repair damage to surrounding properties resulting from event attendees.
- G. In the event of natural or civil disasters, the City reserves the right to cancel all outstanding permits on both public and private properties within City limits. Should evacuation of a street, neighborhood, or district be deemed necessary by fire, police, or other emergency authorities, all outstanding permits for that area are null and void. Permits will be re-granted as soon as possible after the State of Emergency proclamation has been lifted.
- H. The City reserves the right to change, modify, update, or waive provisions of these guidelines where necessary for the public's health, safety or welfare.
- I. The City reserves the right to cancel street closure permits and/or take further restrictive actions where necessary to assure adherence to these guidelines.